City of Tempe

ENGINEERING & TRANSPORTATION DIRECTOR

JOB CLASSIFICATION INFORMATION

Job Code:	043	*FLSA Status:*	Exempt
Department:	Engineering & Transportation	*Salary / Hourly Minimum:*	$137,422
Supervision Level:	Director	*Salary / Hourly Maximum:*	$185,520
Employee Group:	SMT	*State Retirement Group:*	ASRS
Status:	Unclassified	*Market Group:*	Deputy City Manager
Drug Screen / Physical:	N	N	*EEO4 Group:*	Officials and Administrators

DISTINGUISHING CHARACTERISTICS

The role of the Engineering & Transportation Director is to oversee two major areas of the City – Engineering and Transportation. The Engineering & Transportation Director is responsible for the management of the following divisions/sections/programs: CIP Design, CIP Construction, Engineering Services, Right-of-Way/Utilities; Energy Programs, Transportation Planning, Traffic Engineering, Transportation Maintenance, Transit Maintenance & Operations, and Streetcar. The Engineering & Transportation Director determines departmental policies; plans long term programs; manages the department's budget and handles complex administrative duties.

In addition, the Engineering & Transportation Director develops and promotes a solid relationship with the general public; City Council; City Manager; Deputy City Manager, boards and commissions; various employee groups; other City departments; and other government entities.

REPORTING RELATIONSHIPS

Receives administrative direction from the City Manager and Deputy City Manager.

Exercises direct supervision over professional, technical, and clerical personnel.

MINIMUM QUALIFICATIONS

Experience:	Eight years of combined management / administrative experience in one or more of the following areas:

- Engineering; and/or
- Traffic; and/or
- Transportation; and/or
- Municipal Operations Management.

Education:	A Bachelor's degree from an accredited college or university in business management, public administration, engineering, or degree related to the core functions of this position. A Master's degree is preferred.
License / Certification:	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operations of the City's Engineering & Transportation Department including CIP Design, CIP Construction, Engineering Services, Right-of-Way/Utilities; Energy Programs, Transportation Planning, Traffic Engineering, Transportation Maintenance, Transit Maintenance & Operations, and Streetcar. To prepare and implement the annual capital improvement program for the department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible, complex administrative support to City management staff and the City Council.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job.   Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.

- Administer, plan, and direct the activities of the following divisions/sections/programs: CIP Design, CIP Construction, Engineering Services, Right-of-Way/Utilities; Energy Programs, Transportation Planning, Traffic Engineering, Transportation Maintenance, Transit Maintenance & Operations, and Streetcar.

- Advise, consult and provide information to the City Manager and Deputy City Manager regarding the Engineering & Transportation Department and its programs.

- Manage the preparation of agenda items for the City Council, and other committees.

- Develop internal policies and programs that support all employees in driving towards the City Council's Strategic Priorities and Performance Measures.

- Facilitate the development and review of staff reports related to capital improvements, and present reports to a variety of commissions, committees, boards and the City Council.

- Provide complex technical and administrative support to the City Council, City Manager and Deputy City Manager on Department related matters; and manage special projects and research as assigned.

- Develop a culture of innovation and continuous improvement in the Department and be open to new ideas.

- Support city's sustainability goals through programs, employee training, use of certification programs, infrastructure and building design and coordination with the Office of Sustainability and the Sustainability Commission.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise individual property owners and community associations on Department policy and matters; and make presentations before the City Council and other boards, commissions and community organizations.
- Facilitate long range planning for city infrastructure and development needs.
- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating engineering and transportation matters.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
- Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associations representing City employees.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours;
- Other physical attributes essential to the classification.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability

Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
For more information about the City of Tempe's competencies for all classifications: City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY

Effective January 2010
Effective March 2019 (update job title change, distinguishing characteristics, min quals & essential functions)